**Your right to request the transfer of your data**

You have the right to obtain and reuse your personal data across different services. This allows you to move, copy or transfer your data easily from one IT environment to another in a safe and secure way without hindrance to usability.

You can only transfer data which you have provided to us and which is being processed by automated means.

If you ask us to, we may be able to transfer data directly to another organisation, providing that our processing systems are technically compatible. Otherwise, data will be provided to you in a machine readable and commonly used form.

You can make this request verbally or in writing using the contact details below:

You can write to us at the address below:

Data Protection Officer

Blackdown House

Border Road

Heathpark Industrial Estate

Honiton

EX14 1EJ

You can email us at [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

You can phone us on 01395 517417

We will process your request within one month of receiving and validating it. In some cases, if the request is particularly complex, we may not be able to respond within one month and will then contact you to explain this and that we need more time. In any case your request will be dealt with within 3 months.

If we are not able to comply with your request we will explain the reasons for this.

If you have any questions about your request or if you need help to complete this form, please call 01395 517417 or email [dataprotection@eastdevon.gov.uk](mailto:dataprotection@eastdevon.gov.uk)

**SECTION 1: Your details**

|  |  |
| --- | --- |
| **Title** | Mr Mrs Miss Ms Other (please state) |
| **First name** |  |
| **Last name** |  |
| **Maiden names** |  |
| **Other names you may be known by** |  |
| **Date of birth** |  |
| **Your current address** |  |
| **Email address** |  |
| **Telephone/Mobile** |  |

**Requests from third parties**

If you are making this request on behalf of someone else, you must enclose their written authority for you to act on their behalf. We may contact them directly to confirm that they understand the process and that they consent to you acting on their behalf.

**Requests about children**

If you are making a request on behalf of children in your care, we will require proof of parental responsibility or legal responsibility for that child. This could be in the form of a photocopy of the child’s birth or adoption certificate. If a child is aged 13 or over, and is capable of consenting to this request, they should do so. If this is not possible, please let us know.

**SECTION 2 – The data you would like us to transfer**

Please outline to us below the data you have provided to us that you would like to be transferred:

|  |
| --- |
| **The data you would like to be transferred** |
| **The format you would like the data to be supplied in** |
| **When you would like data to be transferred**  ***This will be done within one month but if you have a specific date for transfer, please let us know*** |
| **Would you like the data to be transferred to another organisation?**  ***Please provide detail*** |

We will contact you if we need further clarification or confirmation of identity.

**SECTION 3 – Using your information**

The information you provide on this form will be held securely by East Devon District Council and will be used to process your request. We may use your contact details to keep you informed about progress with your request or to seek clarification from you.